



SDM **45**
Agenda Item: 11.2
Person Responsible: Secretariat

**XXXV SCAR Delegates Meeting
Davos, Switzerland, 25-26 June 2018**

SCAR Secretariat Report

Report Author

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Summary

Since the 2016 Delegates meeting, a new appointment has been made to the Executive Director role. Dr Chandrika Nath became ED in June 2018 and is attending Polar2018 and the Delegates Meeting in this capacity. The Executive Committee have approved as additional part time (50%) support position within the Secretariat. The recruitment process will be managed by the new ED.

The Secretariat has been under significant pressure in the build up to Polar2018, considering the workload and staffing level, but has been very grateful for the assistance of the Special Advisors to the President and also to the extra support provided by the short-term assistance of Johanna Grabow in the office.

The SCAR Secretariat has been hosted by the Scott Polar Research Institute, University of Cambridge, Cambridge UK, since its inception. The agreement is due for renewal in 2019.

The Secretariat staff look forward to working positively with the new Executive Director and the Executive Committee, and welcome the addition of further support in the near future.

Recommendation

Delegates are asked to note the report and accomplishments of the staff in difficult circumstances. Delegates should also note the changes to Secretariat salary scales and staffing levels. The SCAR Archives Project has made significant progress, however it will be evaluated internally before any further requests for Project funding are developed.

Summary Budget 2018 to 2020

The impact of revised Secretariat salary scales, timing of recruitment and related staffing levels are detailed in the Finance Report (SDM49) and statements and budgets (SDM50-54).



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Hosting of the Secretariat

For more than 40 years, SCAR has enjoyed considerable benefits by having its Secretariat located within the Scott Polar Research Institute (SPRI) at the University of Cambridge, in Cambridge, UK. These benefits include ready access to the administrative and scientific facilities afforded by the Institute and, especially, the intellectual interaction with staff, students and visiting scholars. In return, the SCAR Secretariat provides help and advice to SPRI, its staff and students as time allows. SPRI provides office space in the General Office for SCAR's Administrative Assistant, in exchange for some help to SPRI staff when needed. SPRI also provides two offices for other staff, facilities (light, heat, library and internet access, etc) and access to IT support. This informal arrangement has served both organizations well and therefore a renewal was signed in 2016 for the continued hosting of the Secretariat until 2019.

Secretariat Staff

The permanent Secretariat of SCAR consists of Dr Chandrika Nath (SCAR Executive Director), Dr Eoghan Griffin (SCAR Executive Officer) and Mrs Rosemary Nash (SCAR Admin Assistant).

Mrs Nash works 50% of her time (2.5 days a week) on core SCAR activities, with the Tinker Foundation covering an additional 10% (0.5 day) to bring her to 60% of full time. Dr Griffin works 80% of his time on core SCAR activities, with an additional 20% (1 day a week) of his time covered by the Tinker Foundation.

To assist the Secretariat before the arrival of Dr Nath, and mindful of the extra workload represented by the Polar2018 meetings and SCAR 60th anniversary celebrations, two Special Advisors to the President were appointed in late 2017. Prof Mahlon C. Kennicutt II, a previous President of SCAR was given responsibility for the organisation of the SCAR Delegates meeting at Polar2018. Dr Colin Summerhayes, a previous Executive Director of SCAR, was engaged to provide advice around the SCAR 60th anniversary celebrations.

In March 2018 the Executive Committee approved the provision of extra administrative support, and Johanna Grabow joined the Secretariat Staff on a part time basis until the Polar2018 meetings.

Secretariat Salaries

At the 2016 Delegates Meeting, the Executive Committee was tasked with reviewing the Secretariat Salaries. As a result, proposals were developed and formally agreed by the Executive Committee at their meeting in Brno in 2017. The Finance Report (SDM49) contains details of the new salary ranges. Staff costs have also been impacted by the changes to the minimum contributions SCAR is required to provide as part of its Workplace Pension.



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Secretariat Activity and Workload

Staff Changes

Following the resignation of Dr Jenny Baeseman from the Executive Director position in September 2017, the Executive Committee undertook a search for her replacement. Interviews were held at the Secretariat in January 2018 and an appointment made in March 2018. Dr Nath takes up the role initially on a part-time basis in June 2018, moving to full time from mid-July 2018.

Activity for 2017-2018

Despite the challenges of the last two years, the Secretariat has continued to administer the standard annual tasks and support our Groups and scientists. During this time, a number of significant achievements were possible. Following an extensive review in early 2017, a comprehensive series of updated or entirely new policies relating to the organization were published to the website (<https://www.scar.org/about-us/governance/>). Working with our counterparts in the International Arctic Science Committee (IASC) Secretariat, preparations for the Polar2018 meetings have progressed well and we look forward to a successful set of meetings. Celebrating the SCAR 60th anniversary has involved some extra organisational and administrative tasks, many of which are focused on Polar2018. As detailed in the Communications Paper (SDM40), a new website has been launched and other activities such as a revised online Newsletter format were developed. The recruitment of the new Executive Director provided an opportunity to review the structure of Secretariat contracts, and in turn a general Staff Handbook is in development. The introduction of the General Data Protection Regulation (GDPR) in May 2018 led to the development of a new Privacy Policy. As the existing processes for managing the SCAR mailing lists were already GDPR compliant, the disruption to communications were minimized.

Progress on SCAR Archives Project

Summary

The SCAR Archives Project was initiated in 2017 with the aim of properly archiving SCAR's documents and making them available in a format meeting international archive standards and, importantly, consistent with those of the Scott Polar Research Institute (SPRI) Archives. SPRI hosts the SCAR Secretariat and this will allow SCAR to benefit from the advice and experience of the fulltime Archivists within SPRI. The budget was assigned from the contingency funds realised at the end of 2016.

Activities

Leonora Fane-Saunders was recruited to the Project in July 2017 and initially worked on the scope and definition of the Project in consultation with the SPRI Archives staff. It became clear that the initial assumptions on what could be achieved within the intended three-month timeframe were unrealistic. A two-month extension was agreed, at the end of which the Archive had been fully reorganized, providing a detailed description and indexed storage.



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The next steps would be to fully describe the Archive to the “lowest” level, which in the case of certain material, involved working through individual pages one at a time in order to appraise the material. This appraisal was intended to identify any duplication in the Archive and what material should be digitally scanned and retained or alternatively what could be scanned and removed.

Working through the Archive in this mode has revealed that a full description and appraisal of this type would take far longer than the budget could support, so the Project will be suspended in June 2018, pending review by the new Executive Director and a decision made as to the need to continue at present.

In parallel, a PhD proposal was externally funded titled “*Unlocking the SCAR archive: the sixty-year long consolidation of Antarctic governance through polar research*” and Iqra Choudhry began working on the project in October 2017. The PhD is a collaboration with the University of Manchester and Iqra has visited SPRI on several occasions to work with both Leonora and the SPRI Staff.